



General Fund

Enterprise Business System (GFEBS)

Supplier Self-Services (SUS) Resource Manager Training

Last Updated 8/4/2016



ASA (FM&C)



Contracts for SUS

- **Requirements:**

- Current Pay Office HQ0490 (GFEBS)
- No GFEBS PO history
 - New contract award or call off / task order
 - If new option year, previous year CLINs must first be fully invoiced
- Contracts where multiple invoices are expected
- Firm Fixed Price (FFP) or Indefinite Delivery/Indefinite Quantity (IDIQ)
- GFEBS PO matches award since PO data used by SUS vendor for invoicing
- GFEBS PO updated to be SUS relevant

- **Other contracts with specific requirements to remain in WAWF:**

- MOCAS, construction, progress pay, RFID, IUID, GFE

- **Contractor must have DUNS number assigned**

- **Acceptor/COR must have GFEBS access**

- Training Requirements:
 - » Initial access estimate is 20 hours
 - » GR Processor role estimate is 2.5 hours

- **New Award**
 - After confirmation vendor master updated and COR/acceptor provisioned in GFEBS
- **New Delivery Order/Task Order (DO/TO) or Call Off**
 - **Instrument types**
 - A – Blanket
 - D – Delivery
 - **Multiple payment clause 52.232.37 required in base contract**
 - **Pay Office HQ0678 (GFEBS SUS) added to new DO/TO or Call Off immediately**
- **New Option Year**
 - **Instrument types**
 - C – Contract
 - F/P – Purchase Order
 - **Old CLIN(s) must be fully invoiced before MOD to Pay Office HQ0678**
 - New Pay Office effective on date of modification signature

SUS Vendor Documents - Quantity

Advance Ship Notice (ASN) for Quantity

Based

Display Document Flow Print Download

Basic Data

Shipping Notif. 3000000405

Document Name W9124C11C0017

Document Date 02/28/2014

Status Sent

Item Overview

Number	CLIN	SLIN	ACRN	Product	Description	Quantity	Purchase Order No.	Order Item
10	2001				MUSICIANS	1 Months	4502001358	170
20	2002				ROMAN CATHOLIC PRIEST	1 Months	4502001358	180
30	2003				CATHOLIC RELIGIOUS EDUCATOR	1 Months	4502001358	190
40	2004				JEWISH RABBI	1 Months	4502001358	200
50	2005				IMAM	1 Months	4502001358	210

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Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	263	United States Army							
Ship-To Address	263	Fort Jackson	Fort Jackson		29207	Columbia			

ASN linked to invoice

Vendor Invoice

Invoice 4BC08/1030

Status Document Sent

Status (New) Accepted by Customer

Description W9124C11C0017

Document Date 02/28/2014

External Reference 4502001358

Unplanned Delivery Costs 0.00 USD

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item
10	2001			Material		MUSICIANS	1 Months	7,701.79 USD	Tax Exempt	4502001358	170
20	2002			Material		ROMAN CATHOLIC PRIEST	1 Months	579.43 USD	Tax Exempt	4502001358	180
30	2003			Material		CATHOLIC RELIGIOUS EDUCATOR	1 Months	874.00 USD	Tax Exempt	4502001358	190
40	2004			Material		JEWISH RABBI	1 Months	1,487.28 USD	Tax Exempt	4502001358	200
50	2005			Material		IMAM	1 Months	1,276.57 USD	Tax Exempt	4502001358	210

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Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	263	United States Army							
Ship-To Address	263	Fort Jackson	Fort Jackson		29207	Columbia			

Payment Status

Date	Invoiced Amount	Paid Amount	ECC FI Document	Invoice Pymt Status	Check/EFT Date	Check/EFT #	Replacement Date	Replacement Chk No
02/28/2014	11,919.07 USD	11,919.07 USD	6101268540	SUBMITTED				

Check Payment Status

GFEBS PO History

ASN
linked to
GR in
GFEBS

Item [210] IMAM

Acceptance Period Delivery Invoice Conditions Account Assignment Purchase Order History Texts Delivery Address

Basic List

Short T...	M...	Material	Document	Item	Entry Date	Posting Date	Quantity	O...	Amount in LC	Reference	Amount	Company Co...	M
WE	101	5001089711		5	03/03/2014	03/03/2014	1	MO	1,276.57	3000000405	1,276.57	ARMY	
WE	101	5001046024		5	02/04/2014	02/04/2014	1	MO	1,276.57	3000000387	1,276.57	ARMY	
WE	101	500099882		5	01/06/2014	01/06/2014	1	MO	1,276.57	4BC08/1028	1,276.57	ARMY	
WE	101	5000978292		5	12/16/2013	12/16/2013	1	MO	1,276.57	3000000328	1,276.57	ARMY	
WE	101	5000927131		5	11/07/2013	11/07/2013	1	MO	1,276.57	3000000311	1,276.57	ARMY	
Tr./Ev. Goods receipt							5	MO	6,382.85		6,382.85		
RE-L		5101268540		5	02/28/2014	02/28/2014	1	MO	1,276.57		1,276.57	ARMY	
RE-L		5101023129		5	02/03/2014	02/03/2014	1	MO	1,276.57		1,276.57	ARMY	
RE-L		5100776230		5	01/03/2014	01/03/2014	1	MO	1,276.57		1,276.57	ARMY	
RE-L		5100776018		5	01/03/2014	01/03/2014	1	MO	1,276.57		1,276.57	ARMY	

Invoice
successfully
posted
against
obligation
in GFEBS
and
free to pay

SUS Vendor Documents - Value/Service

Service Confirmation for Value Based

SAP SRM Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Invoices > Display Invoice > Display Document Flow > Display Confirmation

Display Confirmation

Display Document Flow Print Download

Confirmation linked to

Basic Data

Confirmation: 4000011833

*Document Name: W9124C14C0005

Document Date: 09/03/2015

Purchase Order No.: 4507593514

Service Agent Name: Smith

Service Location: Building 1000, #1

Status: Accepted by Customer

Item Overview

Number	CLIN	Product	Product Type	Line Type	Description	Quantity
1	1002		AD	Accepted	CLIN 1002- Elevator Emergency Repairs	Activ.unit
1.1	1002	Service AD	Standard Line	Accepted	CLIN 1002	336.000 Activ.unit

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Vendor Invoice

SAP SRM Home | Find | Help | FAQ | Log off

Find Supplier > List of Suppliers > Start Page > List of Invoices > Display Invoice

Display Invoice

Set Status Display Document Flow Print Download

Basic Data

Invoice: 0L524-123522

Status: Document Sent

Status (New): Accepted by Customer

Description: W9124C14C0005

Document Date: 09/03/2015

External Reference: 4507593514

Unplanned Delivery Costs: 0.00 USD

Products and Services

Number	CLIN	SLIN	ACRN	Product Type	Product	Description	Quantity	Net Value
10	1002		AD			CLIN 1002- Elevator Emergency Repairs	1.000 Activ.unit	336.00 USD

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GFEBS PO History

Confirmation linked to GR in GFEBS

Item [50] CLIN 1002- Elevator Emergency R

Purchase Order History Texts Delivery Address Confirmations Condition Control Retail

MvT	Material Document	Item	Quantity	Amount in LC	Amount Crcy	L.cur	Time of Entry	Reference
101	5002060375	1		336.00	336.00 USD	USD	09:46:02	4000011833
101	5002060374	1		336.00	336.00 USD	USD	09:45:39	4000011832
101	5002029860	1		336.00	336.00 USD	USD	15:33:51	4000011817
101	5002029749	1		336.00	336.00 USD	USD	15:33:34	4000011818
Tr./E:				1,344.00	1,344.00 USD	USD		
	5103247612	1		336.00	336.00 USD	USD	10:37:20	4000011833
	5103247611	1		336.00	336.00 USD	USD	10:37:06	4000011832

Invoice successfully posted against obligation in GFEBS and free to pay

Quantity vs. Value Based PO Items

- **SPS to GFEBS interface updated to now create PO item as Service (Value-Based) if PSC is alpha-numeric (excluding “Q”) - sets:**
 - Item category to “D”
 - Item Order quantity to “1” and Order Unit of Measure to “AU” (Activity Unit)
 - Item Net Price is total obligated amount and Order Price Unit to “AU”
 - Limits tab populated with obligated amount
- **GFEBS PO used by SUS vendor, so PO must match the award**
 - Review of Quantity-based vs. Value-based to determine how to setup PR and PO:
 - Ask – How will vendor invoice?
 - Exact same amount per EA, MO, etc. = Quantity based
 - Varying amount based on number of days, weight, etc. = Service based
- **If Vendor will invoice quantity:**
 - Award as quantity-based
 - If PSC is alpha-numeric (excluding “Q”) either:
 - Create/update PO to match award since SPS interface creates as value based
 - or
 - Add quantity items to Services tab
- **If Vendor will invoice value or varying amount:**

GFEBS PO Data Needed for SUS

- **Header**
 - **Pay Office**
- **Item Overview**
 - **Unit of Measure**
 - ***Delivery Date *recommended end of Period of Performance (POP)***
- **Item Details**
 - ***Delivery Schedule tab (if applicable)***
 - **Confirmation tab**
 - **Limits vs. Services tab (item category = D)**
 - **Customer data tab for POP**

PO Header: Pay Office DoDAAC

Header > Customer Data > Pay Office = *HQ0678 for SUS*

SPS PO - US Dollars 4550028248

Menu ◀ Back Exit Cancel System ◿ Document Overview On Create Display/Change Other Purchase Order Print Preview Message

SPS PO - US Dollars 4550028248 Vendor 0K0U4 E D ENTERPRISES INC Doc. date 06/28/2015

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

PIIN W9124C-14-D-0001
SPIIN 0003
MOD#

Issuing Office
Requesting Office/Ship To
Administering Office
Pay Office HQ0678

Header > Communication > Your Reference = *HQ0678*

SPS PO - US Dollars 4550028248 Vendor 0K0U4 E D ENTERPRISES INC Doc. date 06/28/2015

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data

Salesperson
Telephone
Language EN

Your Reference HQ0678
Our Reference

NOTE: Data typically updates via SPS interface from award or modification

Customer Data Pay Office added at later date.

PO Item Overview: UoM / Delivery Date

Item Overview > Order Unit (OUn) / Order Price Unit (OPU)

- **Order Unit and Order Price Unit must match**

Item Overview > Delivery Dates

- **Recommend end of Period of Performance on PR & PO**

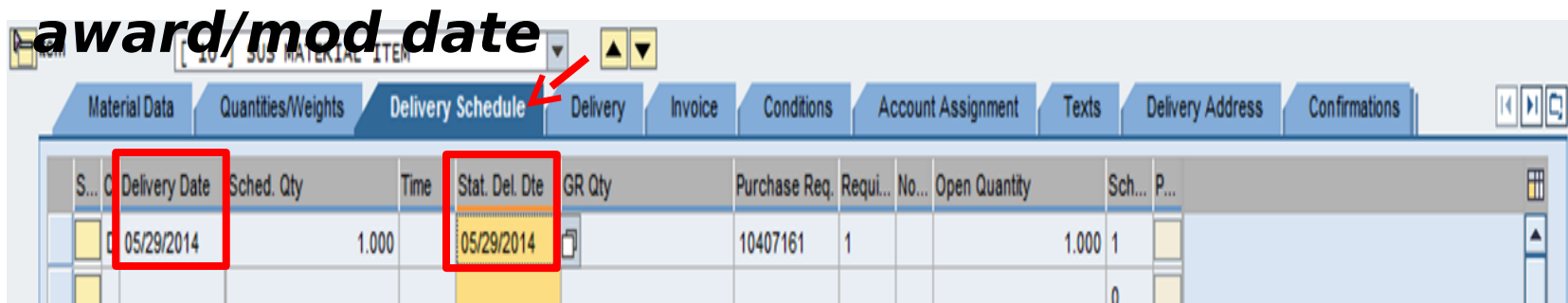
S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU
	10	K			SUS MATERIAL ITEM	1.00	EA	D	05/29/2014	1,500.00	USD	1	EA
	20	K	D		SUS SERVICE ITEM	1	AU	D	05/29/2014	3,000.00	USD	1	AU

Item Details: Delivery Schedule

Item Detail > Delivery Schedule (if applicable)

- **Recommend end of Period of Performance (POP)**
- **Delivery Dates sort ascending**
- **Stat. Del Date can be updated for the actual**

award/mod date



S...	Delivery Date	Sched. Qty	Time	Stat. Del. Dte	GR Qty	Purchase Req.	Requi...	No...	Open Quantity	Sch...	P...
	05/29/2014	1.000		05/29/2014		10407161	1		1.000	1	

Item Details: Confirmations

Item Detail > Confirmations

- **Conf. Control: Select “Confirmations” (0001)**

Item [10] SUS MATERIAL ITEM

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Address **Confirmations**


Conf. Control **Confirmations** Order Ack. ☐ Acknowl.Reqd ☐ Rejection Ind.

CC	D	Delivery Date	Time	Quantity	Reference	Created on	Inb. Deliv.	Itm	HL Item...	Batch	Quantity Reduced	M	MPN Material	C	Seq...

NOTE: No PO history (or all reversed) to change the Confirmation Control key. Key allows communication between GFEBS and SUS.

Item Details: Limits / Account Assign tab

If Service, Item Category = D (value-based) in Item Overview.

S...	itm	A	I	Material	Short Text	PO Quantity	OUn
	10	K			SUS MATERIAL ITEM	1.000	EA
	20	K	D		SUS SERVICE ITEM	1	AU

On the “Account Assignment” tab, first select  to copy data

On the “Limits” tab select delete to allow amount on the “Services” tab


Item [20] SUS SERVICE ITEM

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice C

Overall Limit **3,000.00** USD ☐ No limit

Expected value 3,000.00

"Actual" Value 0.00

 Delete all limits

Contract limits Other limit

Contract	Item	Central Contr...	Cent. Contra...	N...	Limit
				<input type="checkbox"/>	

Item Details: Services tab

Select “Services” tab, either:

1. Copy Short Text from Item Overview and set Net Price to Quantity with unit “AU” and Gross Price as 1

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy
10			SUS SERVICE ITEM	3000	AU	1	USD

2. Copy Short Text and enter Quantity, unit and Price from Contract

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price
10			Compactor (15-35 cuvd) lease	8	MO	500.00

On “Account Assignment” tab, verify the LOA info was copied / retained

Account Assignment of Service in Line 10	
G/L Account	6100.2608
Business Area	
CO Area	
Cost Center	2ABM0001
Order	
WBS Element	
Fund	202010014
Functional Area	131017QACS
Funds Center	A2ABM
Earmarked Funds	
Company Code	ARMY
Network	
Funded Program	
Commitment Item	

Item Details: Customer Data tab

If Service, Item Category = D (value-based) in Item Overview.

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn
	10	K			SUS MATERIAL ITEM	1.000	EA
	20	K	D		SUS SERVICE ITEM	1	AU

Ensure “Period of Performance” (PoP) dates are populated on Contracts sub-tab

Item [20] SUS SERVICE ITEM

Confirmations Condition Control Retail Customer Data


PO General Contracts GPC LMP TFO

Item Details for Contracting		Contract Info	
NAICS		ACRN	BB
FSC		CLIN	0002
TAC		SLIN	BA
POP Start Date	05/19/2014		
POP End Date	05/19/2015		

NOTE: Data typically updates via SPS interface from award or

GFEBS PO Replicated to SUS

Near-real time PO data available to the vendor to

Supplier Self-Services [Home](#) [Find](#) [Help](#) [FAQ](#) [Log off](#) 

[Find Supplier](#) > [List of Suppliers](#) > [Start Page](#) > [List of Purchase Orders](#) > [Display Purchase Order](#)

Purchase Order: 4550000600

[Process](#) [Display History](#) [Display Document Flow](#) [Print](#) [Download](#)

Communication and Collaboration

General Information

Basic Data

Purchase Order ID: 4550000600
Number: 1000001190
Name: W37HES16C0324
Date: 08/01/2016
Status: New

Follow-On Documents:

1 2 3 4

Purchase Order Response Shipping Notif. Goods Receipt Invoice

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location
----------	----------

Item Overview

Number	CLIN	SLIN	ACRN	Status	Product	Short Text	PO Quantity	Purchase Order V...	Confirmed Quantity	Required on	Confirmed for
10	0001	AA	AB	In Process		Knee Pads	4,000 each	4,000.00 USD	0 each	09/19/2016	
20	0002	AB	AB	In Process		Elbow Pads	3,000 each	1,500.00 USD	0 each	09/19/2016	
30	0003	AC	AB	In Process		Helmet Covers	1,000 each	2,000.00 USD	0 each	09/19/2016	
Net Value (Unconfirmed Items)										7,500.00 USD	
Net Value (Confirmed Items)										0.00 USD	
Net Value (Total of all Items)										7,500.00 USD	

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	259	UNITED STATE							
Ship-To Address	259	384 TC TM REAR HD	BLDG 1610 PATCH R...		23604-5000	FORT EUSTIS			